



CalPERS – Pension & Health Benefits Committee

Agenda Item Template – ATTACHMENT #3

[Item Number]

[Date]

Item Name

[Name of the Agenda Item]

NOTE: The purpose of the cover agenda item is to provide a high-level overview of the topic, relevant points on interest, analysis, issues/risks, & benefits. The entire item should sufficiently balance summary & details to enable a well informed decision to be made.

Item Type

[Select Agenda Item Type from one of the following:

- *Action Item:* *Items that require a decision, approval, or acceptance from the Board.*
- *Information Item:* *Items that do not require an immediate decision from the Board but warrant discussion; may be an awareness or educational item.]*
- *Consent Item:* *Items that are routine, standard, non-controversial, self-explanatory and do not require discussion. Examples include previous meeting minutes, regular reports (that are not above identified thresholds) such as data reports, administrative updates to procedures or policy, or confirmation of a previously discussed decision. These items will be bundled together & voted on as a package, not as individual components, unless requested by Committee Member requests separate discussion on specific item. Consent Bundle may include Action Items as well as Informational Items.*

Recommendation

[Staff recommendation; should be worded as an action statement & begin with a verb, as in "Approve recommendation of XYZ..."]

NOTE: No recommendation is required for Information Items.

Executive Summary

[3-5 sentence summary of issue & recommendation; full synopsis & additional details can be provided in attachments]

Background

[Include a short background or history of subject matter]

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Analysis

[The analysis of the issue should include the following elements:

- *The top 3-4 options considered, including the recommended option & the status quo (where applicable)*
- *Analysis should include cost considerations, savings, and long-term implications (may include time, money, resources, etc.)]*

Benefits/Risks

[The Benefits/Risks of the issue must include the following elements, as applicable:

- *The benefits or pros of each option (from above, including status quo)*
- *The risks or cons of each option (from above, including status quo)*
 - *For Risk Guidelines:*
<http://insider.calpers.ca.gov/invo/resources/tools/InvestmentCommitteeTools/Instructions-RISKS-Section-and-Guide.pdf>

If there are no risks to report in an information item, include a standard statement such as "There are no risks associated with this information item."]

Attachments

[Explanation of any attachments or supporting documentation]

Signatures

[Include only two signatures: the Presenter and the Primary Committee Representative]

Preparer Signature

Primary Committee Representative Signature